



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
Silver Spring, MD 20910

OFFICE OF OCEANIC AND ATMOSPHERIC RESEARCH

MAR 31 2008

MEMORANDUM FOR: All OAR Employees

FROM: Richard W. Spinrad, Ph.D., CMarSci  
Assistant Administrator

SUBJECT: Equal Employment Opportunity Policy Statement

As the Assistant Administrator for the Office of Oceanic and Atmospheric Research (OAR), I am committed to Equal Employment Opportunity (EEO) for all employees and applicants for employment without regard to race, color, religion, sex, national origin, age (over 40), mental and/or physical disability and sexual orientation. I am also committed to making sure that employees feel free to exercise their rights and that the workplace is free of reprisal and retaliation for engaging in protected EEO activity. Discrimination of any kind will not be tolerated.

I will work with our managers, supervisors, and EEO Manager to ensure this policy is fully implemented. We will take immediate and appropriate action to ensure unlawful discrimination in the workplace is promptly corrected and addressed. Any employee who believes they are the victim of discrimination should promptly notify the National Oceanic and Atmospheric Administration (NOAA), Office of Civil Rights at 301-713-0500 or 301-713-0982 (TDD). You may also contact the NOAA Civil Rights Office at 1-800-452-6728.

In an effort to reduce conflict in the workplace, I encourage all supervisors, managers and employees to utilize the agency wide Alternative Dispute Resolution (ADR) Program. Using mediation as a vehicle to resolve conflict in the workplace will significantly reduce the number of employee grievances and EEO complaints. This process can help improve communication and the quality of work life in OAR. For more information about the NOAA ADR Program, please visit the ADR website at <http://www.adr.noaa.gov>.

OAR is a preeminent research organization. Our diverse and talented workforce respects the different strengths each of us brings to the organization. As we strive to promote a culture of transparency and provide value to society, we must remain committed to an inclusive, supportive, open, challenging, and innovative workplace.

If you have any questions regarding this policy, please contact the OAR EEO/Diversity Program Manager, Nicole Mason, at 301-734-1279 or you may email Ms. Mason at [nicole.mason@noaa.gov](mailto:nicole.mason@noaa.gov). You may also visit the NOAA/OAR EEO Website at [www.eeo.oar.noaa.gov](http://www.eeo.oar.noaa.gov).

